



U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
DENVER REGIONAL OFFICE
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July 22, 2009

Ms. Shannon Meyer, President/CEO
Cedar Rapids Area Chamber of Commerce
424 First Avenue, NE
Cedar Rapids, Iowa 52401-1196

Dear Ms. Meyer:

The Economic Development Administration (EDA) is pleased to inform you that the Investment Review Committee of EDA's Denver Regional Office has determined that the application from the City of Cedar Rapids, for assistance with the construction of a three-story, 30,000 sq. ft. Regional Economic Commerce Center and Small Business Incubator/Accelerator in downtown Cedar Rapids, merits further consideration. The facility's major focus will be to provide small entrepreneurial businesses with affordable space, shared support and business development services and to serve as an accelerator for businesses that were adversely affected by the 2008 flood, during their recovery process. **EDA will consider an application for \$3 million in EDA funds, which is 50 percent of the total estimated cost of \$6 million.** The proposed project will be considered for funding under: (i) the Public Works and Economic Development Act of 1965 as amended (42 U.S.C. Section 3121 *et seq.*); and the most recently published EDA Federal Funding Opportunity notice, under the Consolidated Security, Disaster Assistance and Continuation Appropriations Act, 2009, which is available at www.eda.gov.

Application documents for EDA assistance, consisting of an Application for Federal Assistance (Form SF-424); the Application for EDA Investment Assistance (ED-900A); and specific program requirements for EDA Construction Investments are available at www.eda.gov. **Please review the application requirements and prepare the additional documentation that is required when EDA selects a project for further consideration. Please submit one original and three copies of the completed application documents to Bob Cecil, EDA's representative for the state of Iowa, no later than August 28, 2009. Please also resubmit the form SF 424, with the revised EDA investment amount reflected.** Failure to meet the deadline, or the submission of incorrect or incomplete application materials, may jeopardize consideration of your project, since EDA generally processes completed applications in the order in which they are received.

Please note the following specific considerations for your project and application:

- Pay particular attention to preparation of the required exhibits listed in the General Application and the Construction Investment Application; a list of application documents that are required are enclosed with this letter.

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- If you have not already done so, please submit, to your state's Historic Preservation Officer, information about the project, plus maps, drawings, photographs and any previously conducted historical/archeological survey as outlined in the application instructions. Include copies of the letter to the Historic Preservation Officer and the response in the appropriate exhibit of the application.
- If a state Single Point of Contact review process exists for your state, you should immediately notify the designated State Single Point of Contact (SPOC) to hasten the required review. Instructions for initiating the process appear in the general requirements section of the General Application.
- EDA regulations require a final determination of applicant and project eligibility upon the receipt of a completed application.

EDA's mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements its mission by making strategic investments that encourage private sector collaboration and the creation of higher-skill, higher-wage jobs in the nation's most economically distressed communities.

If you have any questions concerning the preparation of the application materials, please do not hesitate to contact Mr. Cecil at (515) 284-4746, or the Senior Program Officer, Mary Kathryn Alspach, at (303) 844-5455.

Sincerely,

Robert E. Olson, Director
Denver Regional Office

cc: EDR

Application Package Requirements



Additional Materials EDA May Request When an Application is Selected for Further Consideration

If, after reviewing an application package, EDA determines that the proposed project merits further consideration, EDA will request the following additional materials:

- A copy of the region's Comprehensive Economic Development Strategy (CEDS) or alternate EDA-approved planning document. (Note: EDA will not require submission of a CEDS or alternate EDA-approved planning document if this document is already on file in the EDA regional office.)
- Letters of commitment to document non-EDA public funding.
- A U.S. Geological Survey (USGS) map of the project site.
- Letters of commitment (if applicable) from private beneficiaries of the project.
- Comments from the metropolitan area review/clearinghouse agency if the project is located in a metropolitan statistical area (MSA).
- A legal opinion and other documentation, as necessary, verifying the applicant's responses to questions regarding project ownership, operation, maintenance, and management.
- An engineering report.
- An environmental narrative (example is attached). Also please note that EDA reviews all proposed projects in accordance with the National Environmental Policy Act (NEPA). For more guidance on NEPA, please visit the Environmental Protection Agency's website at www.epa.gov/compliance/resources/policies/nepa
- Documented approval from the appropriate State Historic Preservation Officer (SHPO). Please visit the Advisory Council on Historic Preservation's (ACHP) website at www.achp.gov for more information on this requirement. Applicants should begin working with the SHPO **as soon as EDA indicates that the project has been selected for further consideration**, as this process can be lengthy.

Requirements for Environmental Narrative (only required from those applicants seeking assistance with construction projects that EDA deems 'merit further consideration')

The National Environmental Policy Act (NEPA) requires federal agencies to assess the expected environmental impacts associated with proposed federal actions. EDA cannot make an award unless it has received sufficient information to make a determination regarding a project's environmental impact.

EDA may request detailed information from the applicant (generally referred to as an 'environmental narrative') in the course of the agency's review to obtain an understanding of the present environmental condition and the project's elements that will affect the environment. Upon request, the applicant must provide detailed, comprehensive information for the: (a) site(s) where the proposed project facilities will be constructed and the surrounding areas affected by its operation; and (b) areas to be affected by any primary beneficiaries of the project. The information submitted must be sufficient to evaluate all reasonable alternatives to the proposed project, the direct and indirect environmental impacts, as well as the cumulative impacts on the environment as defined in the regulations for implementing the procedural provisions of NEPA (see 40 C.F.R. parts 1500-1508). The level of detail should be commensurate with the complexity and size of the project, and the magnitude of the expected impact. Previously completed environmental impact documentation (assessments, impact statements, etc.) for activities in the region in which the proposed project will be located may be attached to environmental narrative.

Upon request, applicants must provide information on the items listed below; there is no specific template for this information, but the submission must be of sufficient detail to enable EDA to complete its review. In all cases in which the applicant asserts that an item is not applicable, the applicant must explain the reason(s) for this assertion. Applicants are encouraged to contact the applicable EDA regional office with questions.

Applicants must provide information on the following items in the environmental narrative:

1. Beneficiaries

Identify any existing businesses or major developments that will benefit from the proposed project, and those which will expand or locate in the area because of the project.

2. Area Description

Describe the general project area, including topography, economic history, historic land usages, unique geologic features, etc. In addition to maps, which may have been submitted as preliminary proposal exhibits and which should be updated if necessary, attach the following:

a. The FEMA flood plain and USGS topographic maps with legend(s), showing the project location and boundaries, existing and proposed project components and location of all sites and/or companies benefiting from the proposed project. The document should be of sufficient size and clarity for adequate interpretation of the applicant's intentions (originals are preferred).

b. Site photos and/or an aerial photograph of the site, if available.

3. Alternatives to the Proposed Project

Provide a detailed description of alternative actions which were considered during project development processes (e.g., alternative locations, designs, other projects having similar benefits, or a "no project" alternative), and explain why this project/site was selected as the preferred alternative with respect to the other choices.

4. Shorelines, Beaches and Dunes, Estuary, Wetlands and Floodplains

Identify any shorelines, beaches, dunes, estuaries, wetlands, or flood plain areas located within or adjacent to the project site(s). Indicate potential impact from proposed project activities and specify proposed measures to mitigate probable impacts. Contact the U.S. Army Corps of Engineers/U.S. Fish and Wildlife Service concerning any wetland resources in or near the project location. If wetlands are impacted, a permit from the U.S. Army Corps of Engineers may be required. Indicate if the applicant participates in the National Flood Insurance Program.

5. Vegetation and Wildlife Resources

Identify native vegetation and wildlife found in the project area or its immediate vicinity.

a. Identify any designated State and National Parks, or National Game Preserves located on or in the vicinity of the proposed project activities.

b. Identify any Wilderness Areas, as designated or proposed under the Wilderness Act, or wild or scenic rivers, as designated or proposed under the Wild and Scenic Rivers Act, that are located on or in the vicinity of the proposed project activities.

6. Endangered Species

Identify any endangered or threatened species of plants or animals, or critical habitats that have been identified in the project site(s) or its immediate vicinity. Contact the U.S. Fish and Wildlife Service and request comments on your proposal for EDA investment assistance.

7. Land Use and Zoning

Describe the present formal zoning designation and current land use of the specific project site and adjacent land parcels. These areas include the site of construction activities, adjacent areas, and areas affected by the primary beneficiaries. Land uses

to be considered include, but are not limited to, industrial, commercial, residential, agricultural, recreational, woodlands, mines/quarries, and open spaces.

Identify agriculture land parcels designated as "prime/unique agricultural lands" by the U.S. Department of Agriculture under the Federal Farmlands Protection Act or a local equivalent.

8. Solid Waste Management

- a. Indicate the types and quantities of solid wastes to be produced by the project facilities and primary beneficiaries.
- b. Describe local solid waste collection and disposal methods, and their expected useful life.
- c. Indicate if recycling or resource recovery programs are or will be used.

9. Hazardous or Toxic Substances

- a. Describe any toxic, hazardous, or radioactive substances which will be utilized or produced by the proposed project facilities and primary beneficiaries.
- b. Describe the manner in which these substances will be stored, used or disposed.
- c. Complete and sign the "Applicant Certification Clause" (see Appendix A).

10. Water Resources

Describe surface or underground water resources at or near the project sites.

11. Water Supply and Distribution Systems

Indicate the source, quality, and supply capacity of local domestic and industrial/commercial water resources, and the amount of water that project facilities and primary beneficiaries are expected to utilize.

12. Wastewater Collection and Treatment Facilities

- a. Describe all domestic class or process waste waters or other discharges associated with the project facilities and its primary beneficiaries, and the expected composition and quantities to be discharged either to a municipal system or to the local environment.
- b. Describe the wastewater treatment facilities available for processing the additional effluent and indicate their design capacities and current loading, and their adequacy in terms of the degree and type of treatment required. Indicate all discharges which will require on-site pretreatment. Local treatment systems are or will be inadequate or overloaded, describe the steps being taken for necessary improvements and their completion dates.

c. Describe any induced changes in local surface water runoff patterns, and the status of storm water discharge permit process.

13. Environmental Justice (Executive Order 12898)

Will this project result in disproportionate adverse human health or environmental impacts relative to minority and low income populations? If so, please explain.

14. Streets, Traffic, Parking

a. Briefly describe the local street/road system serving the project sites and describe any new traffic patterns that may arise because of the project.

b. Indicate if land use in the vicinity, such as residential, hospital, school or recreational, will be affected by these new traffic patterns.

c. Indicate if any existing capacities of these transportation facilities will be exceeded as a direct or indirect result of this project implementation, particularly in terms of car and truck traffic.

15. Air Quality

a. Is the proposed project site classified as a "non-attainment" area for any criteria pollutants? If yes, indicate types and quantities of air emissions (including odors) to be produced by the project facilities and its primary beneficiaries, and any measures proposed to mitigate adverse impacts.

b. Indicate any local topographical or meteorological conditions that hinder the dispersal of air emissions.

16. Noise Pollution

Will operation of project facilities or primary beneficiaries' facilities increase local ambient noise levels? If yes, indicate the areas to be affected.

17. Construction

Describe methods to be employed to reduce adverse impacts from construction, such as noise, dust generation, soil erosion and siltation.

18. Permits

Identify any federal, State, or local permits of an environmental nature needed for the project (e.g., U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, Coastal Zone Management/Shoreline Management, Air Quality, State Environmental Policy Act, etc.), and the status of any such permits. Attach copies of any such permits.

19. Public Notification/Controversy

- a. Provide evidence of the community's awareness of the project, such as newspaper articles or public notification and/or public meetings, as applicable.
- b. If a formal public hearing has been held, attach a copy of the transcript.
- c. Fully describe any public controversy or objections which have been made concerning this proposed project and discuss steps taken to resolve such objections.

20. Cumulative effects (the impact on the environment which results from the incremental impact of the action when added to other past, present and reasonably foreseeable future actions regardless of what agency or person undertakes such actions (40 C.F.R. § 1508.7)).

- a. Identify direct and indirect effects of the proposed action;
- b. Which resources, ecosystems, and human communities are affected; and
- c. Which effects on these resources are important from a cumulative effects perspective.

B. Historic/Archaeological Resources

Identify any known historic/archeological resources within the project site(s) that are either listed on the National Register of Historic Places or considered to be of local and State significance and perhaps eligible for listing on the National Register.

Applicants are required to provide the State Historic Preservation Officer (SHPO) with (i) a narrative description of the project's elements and its location; (ii) a map of the area surrounding the project, which identifies the project site, adjacent streets and other identifiable objects; (iii) line drawings or sketches of the project; and (iv) photographs of the affected properties if building demolition or renovation is involved. **Note that the applicant should only contact the SHPO after EDA has indicated that the proposed projects merits further consideration.**

Additionally, the SHPO must be requested to submit comments on the proposed project to the appropriate EDA regional office. If comments from the SHPO have been received, they should be attached.

Appendix A: Applicant Certification Clause

The applicant represents and certifies that it has used due diligence to determine that the description of the project site described herein is accurate with respect to the presence or absence of contamination from toxic and hazardous substances. The term "site" includes the entire scope of the project, including future phases of the project and all areas where construction will occur.

1. Is the site currently, or has it in the past 50 years, been used for any of the following operations or activities:

a. Generation of hazardous substances or waste?

☐ Yes ☐ No

b. Treatment, storage (temporary or permanent), or disposal of solid or hazardous substances or waste?

☐ Yes ☐ No

c. Storage of petroleum products?

☐ Yes ☐ No

d. Used/waste oil storage or reclamation units?

☐ Yes ☐ No

e. Research or testing laboratory?

☐ Yes ☐ No

f. Ordnance research, testing, production, or storage?

☐ Yes ☐ No

g. Chemical manufacturing or storage?

☐ Yes ☐ No

h. Military weapons or ammunition training or testing?

☐ Yes ☐ No

i. Iron works/foundry?

☐ Yes ☐ No

j. Railroad yard?

☐ Yes ☐ No

k. Industrial or manufacturing operation?

If any of the above operations ever occurred at the site, and if appropriate cleanup or other mitigation actions were performed in accordance with the local, State, and federal laws, please attach documentation of these actions.

2. Do wells draw water from an underlying aquifer to provide the local domestic water supply?

___ Yes

___ No

3. Has a federal, State, or local regulatory authority ever conducted an environmental assessment, environmental impact statement, or a preliminary assessment/site inspection, or similar environmental surveyor inspection report at the site? If yes, please attach copies of these reports or results.

___ Yes

___ No

4. Have any environmental or OSHA citations or notices of violation been issued to a facility at the site? If yes, please attach copies.

___ Yes

___ No

5. Have any unauthorized releases of hazardous substances occurred at any facility at the site which resulted in notification of the EDA's National Response Center?

___ Yes

___ No

6. Is any material containing asbestos located at the site? If yes, please attach information concerning State and federal regulatory compliance.

___ Yes

___ No

7. Is there any equipment (electrical transformers, etc.) containing polychlorinated biphenyls (PCB) on the site? If yes, please attach a description of the equipment.

___ Yes

___ No

8. Are there underground storage tanks on the site? If yes, please attach a detailed description, including the number of underground storage tanks on the site, whether the tanks have been inspected (or removed) and the results of such inspections.

___ Yes

___ No

9. Has the site been tested for radon? If yes, please attach results.

___ Yes

___ No

10. Have there been or are there now any environmental investigations by federal, State or local government agencies that could affect the site in question? If yes, please attach available information.

___ Yes

___ No

The applicant acknowledges that this certification regarding hazardous substances and/or waste is a material representation of fact upon which EDA relies when making and executing an award. EDA reserves the right to terminate any award made in conjunction with the representations contained herein if, at any time during the useful life of the project, EDA becomes aware of the presence of hazardous materials or waste at the site, or that hazardous materials or waste have been inappropriately handled thereon.

Further, if it is determined at any time that the presence of hazardous materials or waste, or handling thereof, has been misrepresented, EDA may pursue other available legal remedies against the applicant.

Applicant Name _____

Name and title of applicant's authorized representative _____

Signature of applicant's authorized representative _____

Date signed _____